

MAINE FIRE PROTECTION SERVICES COMMISSION

MEETING MINUTES – MAY 14, 2001

The meeting of the Commission was called to order by Vice-Chairman Darrel Fournier at 1:02 P.M. at the Maine Emergency Medical Services conference room in Augusta with the following members present: Jack Berry, Jay Bradshaw, Jeff Cammack, John Dean, Darrel Fournier, Al Godfrey, Ted Johnston, Randy Keep, Jeff Maker, Harty Norris, Tom Parent, Jethro Pease and Steve Willis. Members excused were Michael Albert and William O’Gara. Members absent were John Cannon, Clifton Foster, Michael Quint, Christine Savage and David Wacker. Guest present was Joe Thomas of the State Fire Marshal Office.

The minutes of the April 30, 2001 meeting were approved as amended to show that Jay Bradshaw, not Steve Willis, volunteered to develop the questionnaire to be sent to Fire Departments.

OLD BUSINESS

Jay Bradshaw reported that a contract has been signed with Susan Pinette of Brunswick through Adecco Manpower Services to provide staff services to the Commission. The contract is for a period of 13 months through June 2002 for ¼ of her time or 10 hours per week.

The proposed By-Laws developed by John Dean and handed out at the April 30, 2001 meeting were reviewed and revised in detail as follows:

It was agreed that pages 1 thru 4 were acceptable as presented without change.

Under Article III – Officers and Committees, Section I – Officers, Subsection (A) Chair; there was a motion by Jay Bradshaw, 2nd by Ted Johnston that elections be held in the month of April and to serve for a duration of 12 months. The vote was 9 For, 1 Opposed and 3 Abstentions. A motion by Jay Bradshaw, 2nd by Steve Willis that the remaining officers also be elected in April to serve for a period of 12 months was approved.

Article III, Section 2 – Committee Structure was revised as follows:

(A) Committees (Delete “Standing”)

1. Committees shall be established by the Chair as necessary.
2. Non-Commission members may be appointed as Ex-Officio members of a committee as deemed appropriate by the Chair.
3. Responsibilities – Remove the word “standing”.
4. Meetings – revise to read Committee meetings shall be scheduled as necessary.

A discussion then ensued as to whether an Executive Committee was necessary and if this section could be removed. A motion by Jack Berry, 2nd by Jethro Pease that an Executive Committee be retained was approved.

A motion by Jethro Pease, 2nd by Jay Bradshaw that the Executive Committee shall consist of the Chair, Vice-Chair, Secretary and Treasurer with a quorum of 3 necessary for approval of business was approved. The last paragraph on page 7 that carries over to the top of page 8 was retained. Paragraphs 1 and 2 on page 8 were deleted.

Paragraph 3 on page 8 was revised by deleting the 2nd sentence. Paragraphs 4 & 5 on page 8 were retained. Paragraph 6 on page 8 was deleted.

(C) Special Committees, delete “Special”. Also delete “special” at beginning of 2nd line in Sub-section 1. Sub-section 2 was retained as written.

(D) Conflict of Interest. Revise Subsection 1 as follows:

1. Any member of the Fire Commission shall disclose his/her association or interest in any proposal or project involving grant-in-aid funds where, to his/her knowledge, he/she or a related person or organization directly or indirectly may derive a monetary benefit from such proposal. Upon such disclosure the Commission shall determine whether a conflict exists. If a conflict is deemed to exist, that member shall abstain from voting on that proposal.

Subsections 2 and 3 were deleted.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings. There shall be at least 4 meetings

Section 2 – Retained as written.

Section 3 – Quorum. A simple majority of the Fire Commission sitting Members.....

Sections 4 & 5 – Retained as written.

Section 6 – Attendance. Modify last line to read “ without an excused absence.”

Section 7 – Retained as written.

ARTICLE V – STAFF

Modify first sentence to read “ If funding permits, the commission may contract for staff as needed.”

ARTICLE VI – Retained as written.

ARTICLE VII – AMENDMENT TO BYLAWS

Modify the last two lines to read “revision shall have been presented to the Fire Commission members at the previous meeting.”

With these changes in the By-Laws duly noted, they were tabled and will be voted upon for final approval at the June 4, 2001 Commission meeting.

Jack Berry advised that the Commission staff person will need to look at volunteer incentives at the same time as the RFP for the health care actuarial study is prepared. The other Commission members agreed with this observation that it needs to be done jointly.

Jay Bradshaw distributed the proposed questionnaire to be sent out to all Fire Departments in the immediate future. The Commission members were in agreement with the set-up.

After a discussion, John Dean agreed to send a letter to the Attorney General Department, Assistant Attorney General assigned to the Department of Public Safety, requesting an opinion regarding the Fire Investigation and Prevention Tax issues as to whether Associations, Risk Pools, etc. should be paying into the fund or not.

NEW BUSINESS

There was a discussion on what the initial duties of the staff person should be with the following concluded:

1. Encumbrance of \$ 30,000. for the actuarial study.

2. Develop the RFP for the actuarial study.
3. Research volunteer incentives for recruitment and retention.
4. Review administrative duties and expectations.
5. Assemble and analyze questionnaires returned.

It was determined that the next meeting of the Commission will be held on Monday, June 4, 2001 at 1:00 PM in the same facility. The meeting to follow will be Monday, June 25, 2001, followed by a tentative meeting on Monday, July 16, 2001.

With no further business to come before the Commission, the meeting adjourned at 2:38 PM.

Respectfully submitted,

Albert L. Godfrey, Sr., P.E., P.L.S., C.S.E.
Secretary